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ADMINISTRATIVE - [REDACTED]

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OR/A Registry

77-5036

9 SEP 1977

Executive Registry

77-5643/2

MEMORANDUM FOR: Director of Central Intelligence

FROM : F. W. M. Janney  
Director of Personnel

SUBJECT : Processing a Co-op for Permanent Employment

1. Action Requested: None. This memorandum responds to your request for information about the time involved in processing a graduating co-op student for permanent Agency employment.

2. Background: Historically, the Agency has employed approximately 50% of its graduating co-ops as staff employees. The other 50% do not become staff employees for a variety of reasons. Some continue with private industry or other federal agencies, and a few are not offered staff status because they have not worked out during their co-op tenure.

3. In those cases where a definite mutuality of interest has been expressed and the operating component involved has a position available, staff employment processing is initiated following the co-op's last work period. This means that Agency security and medical processing can be completed while the co-op is finishing up any final academic requirements. The individual can then report for permanent employment immediately after graduating.

4. In other cases, a student may not indicate a definite interest in Agency employment until well after the completion of the last co-op work period or the operating component may not immediately have a position against which to hire. The initiation of processing is thereby delayed and a time gap may occur between graduation and EOD. As a matter of fact, the case of the longest processing time described to you in your recent meeting with the co-op students was the direct result of indecision on the part of a graduating co-op about seeking permanent employment with this Agency.

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F. W. M. Janney

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